Checklists Log

IAQ Coordinator	 School

Use this log to keep track of who has received a Checklist, who has returned their Checklist(s), unresolved problem(s) identified in the Checklist(s), who solved the problems, and when.

This log can also be used to record distribution of information to parents, school board members, contract service providers, and local media.

			Type of Checklist(s) Distributed								1	
			Houth Oz.		Food of Miniters.	Mose Mice	ngement.	Sent	7			
Person Receiving Checklist	Location or Room #	Poorlies 4.7	Houth Oc.	l'entionion R.:.	Foot M	Mase II asia	Renows	Sent	Date Received	Problems Require Follow-up	Follow-up Delegated To	Date Completed
										☐ Yes		
			1				+			☐ Yes		
			+-				+		†	☐ Yes		
 ,										☐ Yes		
. 					1					☐ Yes		
	+						+			☐ Yes	 	
· • • • • • • • • • • • • • • • • • • •										☐ Yes		
· · · · · · · · · · · · · · · · · · ·										☐ Yes		
										☐ Yes		
i										☐ Yes		
			- -				,-		+	☐ Yes		
· • • • • • • • • • • • • • • • • • • •									-	☐ Yes		
										□ No □ Yes		
· 	-									□ No □ Yes		
			- -							□ No □ Yes	· • • • • • • • • • • • • • • • • • • •	
								_	+	□ No □ Yes		
										☐ No☐ Yes	· .	
· ·										□ No □ Yes		
		 								□ No □ Yes		
										□ No		